

Duty Statement
California Government Operations Agency
State of California



| | |
|---|--|
| Classification Title Chief Equity Officer | Division Government Operations Agency |
| Working Title State Chief Equity Officer | Office/Unit/Section Government Operations Agency |
| Position Number 337-100-9978-001 | Effective Date |
| Name | Date Prepared |

General Statement

The Chief Equity Officer (CEqO) serves as a member of the Government Operations Agency (GovOps) leadership team, partnering to develop and drive forward the key strategies that the Agency is implementing on behalf of the Governor. The CEqO will be responsible for establishing a statewide equity and inclusion framework. This framework will facilitate California's ability to develop a diverse workforce that can administer fair and equitable services to all Californians.

The position of CEqO will provide leadership and consultation on diversity, equity and inclusion to all state departments, with a focus on those that have a direct impact on state operations, procurement, information technology, and human resources. These departments include the California Department of Technology, California Department of Human Resources, and Department of General Services. Decisions made by these three departments impact how state departments handle everything from employment related practices to procurement, business, and information technology related practices.

Under the direction of the Secretary, the Chief Equity Officer is responsible for setting and implementing an overarching vision of diversity, equity, and inclusion (DEI) for the state as the employer, that works to eliminate systemic organizational marginalization and promotes inclusion practices that will be evidenced through our structures, customs and leadership.

Job Functions

[Essential (E) / Marginal (M) Functions]:

80% (E) The Chief Equity Officer (CEqO) defines the overarching vision, identity, and strategy for diversity, equity, and inclusion (DEI) for the state as the employer and is charged with developing and implementing a state equity plan in collaboration with other agencies and departments. The CEqO will identify existing policies and practices in the state, beginning with information collected through the California Leads as an Employer Task Force and the Government Alliance on Race and Equity (GARE) Cohort, that contribute to, uphold, or exacerbate racial disparities and develop

proposals to address these disparities. The CEqO will work to implement measures to support capacity building and provide technical assistance for state agencies to invest in strategies for racial equity and inclusion, including employee training and support, development of racial equity programming, and assistance to departments to change departmental policies and practices to improve racial equity outcomes, including:

- Assist with the implementation of recommendations that come out of the California Leads as an Employer Task Forces;
- Facilitate state policy reforms and systems change;
- Promote community outreach and engagement;
- Collaborate with the appropriate departments to develop policies, provide technical assistance, and train all departments on maintaining a diverse, inclusive, and culturally sensitive workforce;
- Establish, in collaboration with appropriate control agencies as appropriate standards for the collection, analysis, and reporting of disaggregated data regarding race and ethnicity, and department-specific performance measures;
- Collaborates with state departments to develop an organizational culture that institutionalizes the use of an equity lens designed and implemented to address systemic disparities.

The CEqO works closely with the GovOps Deputy Secretary of Human Resources and Chief Data Officer to identify and measure the State's equity performance in hiring, promoting and contracting through our control departments. Develops institutional policies, practices and programs that create a climate of equity and acceptance that respects, values and responds to the diversity of California. Leads direct initiatives related to diversity, equity and outreach. Provides leadership to increase effectiveness in promoting equity and inclusion throughout our state departments. In partnership with the Deputy Secretary of Human Resources, collaborates with CalHR to do the following: assess potential barriers and develop strategies focused on recruiting and retaining a diverse workforce and designs training initiatives on cultural competency, gender differences and other topics designed to increase awareness and support of equity and inclusion values, while maintaining compliance with applicable laws; develop and implement training to promote cultural understanding and competency and a climate of equity and inclusion (training may include online tools and ad-hoc presentations); develop leadership development curriculum and educational opportunities and career advancement pathways for historically and evidence based marginalized staff. Provides oversight and guidance related to diversity initiatives within state departments and oversees the identification, development, implementation and evaluation of such initiatives. Leads the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive state government environment.

20% (E) Provides analysis on the potential impact on equity of budgetary and legislative proposals coming out of the departments under GovOps, in collaboration with the legal and legislative team of GovOps. Develops and coordinates diversity training manuals and materials. Stays up to date on changing laws that impact diversity and inclusion. Develops a means of measuring the effectiveness of diversity initiatives. Creates and promotes diversity-oriented events, minority and protected class inclusion programs and cross-cultural workshops.

Supervision Received

The Chief Equity Officer reports to the Secretary of GovOps.

Supervision Exercised

The Chief Equity Officer (CEqO) will supervise two positions as approved in the budget.

Required Skills

Requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

Working Conditions

Ability to operate standard office equipment such as, but not limited to; a personal computer (desktop or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps' sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Sacramento, California and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

| | | |
|---------------------------|------------------------------|-------------|
| Employee Signature | Employee Printed Name | Date |
| | | |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

| | | |
|-----------------------------|--------------------------------|-------------|
| Supervisor Signature | Supervisor Printed Name | Date |
| | | |